

Comprehensive Plan Amendment Process

As specified in Article 3.19 of the Unified Development Ordinance of the City of College Station, "For the purpose of establishing and maintaining sound, stable, and desirable development within the territorial limits of the City, the Comprehensive Plan, including specifically, the Land Use Plan and the Thoroughfare Plan, shall be amended only based upon changed or changing conditions in a particular area or in the City."

Applications for Comprehensive Plan amendments submitted at the beginning of each quarter (October 1, January 1, April 1 or July 1) will be processed during that quarter. A pre-application meeting with the staff should occur prior to any application submittal. This may be arranged by calling 764-3570 to make an appointment.

Public Notification

Surrounding property owners within 200 feet will be notified of any proposed plan amendment at least 10 days prior to the first public hearing. Newspaper notice will be published 15 days before the P&Z public hearing and 15 days before Council public hearing. A sign(s) shall be posted on the property prior to the first public hearing.

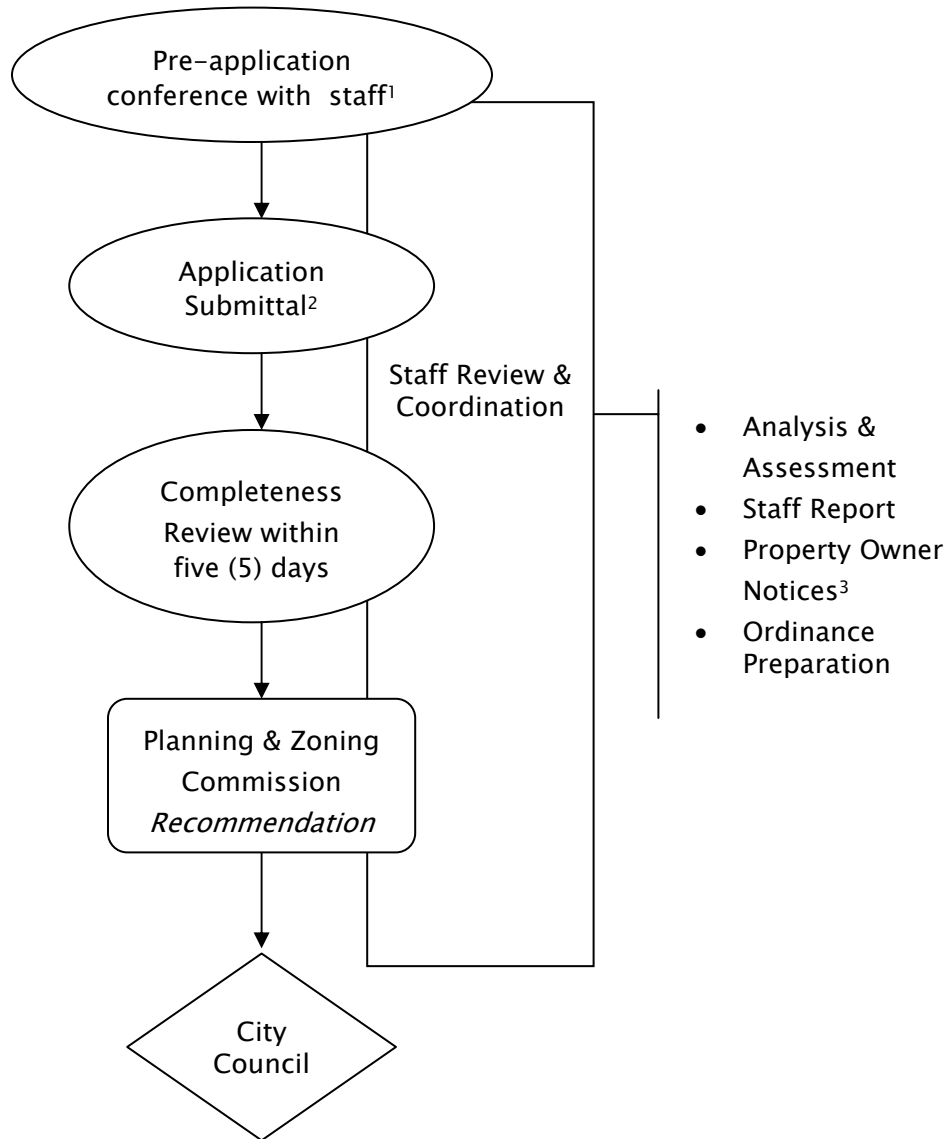
Review and Action by Planning and Zoning Commission

The Planning and Zoning Commission shall review the amendment and recommend approval, approval with conditions, or denial. The Commission may determine that the proposed development complies with the Comprehensive Plan and no amendment is required. If the Commission determines that no amendment is required, the applicant may proceed with the next step in the development process. No further action by the City Council is required.

Review and Final Action by City Council

The City Council shall review the amendment and approve, approve with conditions, or deny the application. If a petition for a plan amendment is denied by the City Council, another petition for reclassification of the same property or any portion thereof shall not be considered within a period of 180 days from the date of denial, unless the Planning and Zoning Commission finds that one of the following factors is applicable:

- There is a substantial change in circumstances relevant to the issues and/or facts considered during review of the application that might reasonably affect the decision-making body's application of the relevant review standards to the development proposed in the application; or
- New or additional information is available that was not available at the time of the review that might reasonably affect the decision-making body's application of the relevant review standards to the development proposed; or
- A new application is proposed to be submitted that is materially different from the prior application (e.g., proposes new uses or a substantial decrease in proposed densities or intensities); or
- The final decision on the application was based on a material mistake of fact.



¹Through a 'pre-application conference', the applicant will understand the process for obtaining a comprehensive plan amendment, any implications, time constraints and financial obligations incurred. Conversely, the staff will gain insight into the applicant's intentions and plans for the site(s).

²Applications are accepted throughout the year, however, they are processed quarterly. Complete applications must be received for processing prior to dates as indicated on the provided "Deadline Sheet". *Incomplete applications* will be deferred to the following quarter unless completed by the referenced dates.

³Property owner notices shall be in accordance with Article 3.1(F) of the UDO, which requires the City to:

- Publish notices in *The Eagle* 15 days prior to the hearing.
- Mail notices to owners of parcels within 200 feet of the site at least 10 days prior to the hearing.
- Post sign(s) on the site of the proposed amendment.



FOR OFFICE USE ONLY

Case No. _____

Date Submitted _____

COMPREHENSIVE PLAN AMENDMENT APPLICATION

(Check all applicable) ☐ Land Use Amendment ☐ Thoroughfare Amendment
☐ alignment / location
☐ classification

The following items must be submitted by the established deadline dates for consideration:

- ☐ \$850 application and review fee
- ☐ Two (2) copies of a fully dimensioned map on 24" X 36" paper showing:
 - a. Land affected;
 - b. Present zoning of property and zoning classification of all abutting properties;
 - c. Current land use plan classification and proposed land use plan changes;
 - d. Current land use classification of all abutting property;
 - e. Current and proposed thoroughfare alignments
- ☐ General location and address of property;
- ☐ Total acres of property; and
- ☐ All applicable Comprehensive Plan Amendment Request form(s) completed in full.

The following information must be completed before an application is accepted for review.

APPLICANT INFORMATION:

(if different from owner, a complete affidavit shall be required)

Name: _____ E-mail: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Fax Number: _____

PROPERTY OWNER'S INFORMATION:

Name: _____ E-mail: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Fax Number: _____

COMPREHENSIVE PLAN AMENDMENT REQUEST FORM

The following is required if an amendment to the **Land Use Plan** is requested. Based on the nature and extent of the requested amendment, additional studies may be required. Attach additional sheets if necessary.

Current Land Use Plan designation: _____

Requested Land Use Plan designation: _____

Explain the reason for this Land Use Plan amendment: _____

Identify what conditions have changed to warrant a change in the land use plan designation:

How does the requested land use designation further the goals and objectives of the City of College Station Comprehensive Plan? _____

Explain why the requested land use designation is more appropriate than the existing designation. _____

The applicant has prepared this application and certifies that the facts stated herein and exhibits attached hereto are true and correct.

Signature and Title

Date

COMPREHENSIVE PLAN AMENDMENT REQUEST FORM

The following is required if an amendment to the **Thoroughfare Plan** is requested. Based on the nature and extent of the requested amendment, additional studies may be required. Attach additional sheets if necessary.

Current Thoroughfare Plan alignment and classification: _____

Requested Thoroughfare Plan alignment and classification: _____

Explain the reason for this Thoroughfare Plan amendment: _____

Identify what conditions have changed to warrant a change to the alignment and/or classification as shown on the existing thoroughfare plan. _____

How does the requested thoroughfare amendment further the goals and objectives of the City of College Station Comprehensive Plan? _____

Explain why the requested thoroughfare plan change is more appropriate than the existing plan.

Explain differences in the traffic impacts between the existing thoroughfare plan and the requested change to the thoroughfare plan. _____

The applicant has prepared this application and certifies that the facts stated herein and exhibits attached hereto are true and correct.

Signature and Title

Date